



SECRETARY OF STATE

BUREAU OF MOTOR VEHICLES

Requirements for Recyclers and Scrap Processors

A. Established place of business shall:

1. Be a permanent, commercial location within this State which is easily accessible and open to the public at all reasonable times; and
2. Have facilities which:
 - (a) Are adequate for the storage and display of vehicles being handled; and
 - (b) Facilities and display areas must be reasonably free of debris, hazards and unrelated materials.
3. Have a suitable office which:
 - (a) Is adequate for business being conducted;
 - (b) Contains all records of the business transactions, and
 - (c) Is reasonably free of debris, hazards and unrelated materials.
4. Have business hours which are posted and clearly visible to the public.
5. Display the license or supplement license(s) issued.
6. Have an exterior sign which meets the following requirements (unless a municipality has established ordinances regulating signs contrary to these rules, whereupon the Secretary of State, upon notification by the dealer, of such ordinances, may grant an exception to these rules to the dealer affected):
 - (a) The sign shall be permanently mounted, displayed at the established place of business and shall not be less than 12 square feet in surface size;
 - (b) The sign shall be visible from the entrance to the lot and the letters of the sign shall be readable from a distance of 200 feet; and

- (c) The sign shall contain the trade or business name of the dealer and related business only.

7. Maintain records as follows:

- (a) Records shall be maintained in the office, at the established place of business during posted business hours and shall be available for inspection by agents of the Secretary of State or of the office of the Attorney General or duly authorized members of law enforcement agencies. Dealers which do not have business hours between 8:00 a.m. and 5:00 p.m. shall make records available upon reasonable demand and advance notice by the Secretary of State, the Office of the Attorney General or law enforcement agencies.
- (b) All records shall be kept for a minimum of 5 years in accordance with Title 29-A.